

ADMINISTRATIVE

USE ONLY

DD/A Registry

77-3928

8 JUL 1977

Executive Registry

77-3602/4

MEMORANDUM FOR: Director of Central Intelligence

VIA: Assistant to the Director (Public Affairs)  
Deputy Director of Central Intelligence

FROM: Acting Deputy Director for Administration

SUBJECT: Television Systems for Headquarters Building  
and Auditorium

REFERENCE: Memo to DDA from Assistant to the Director  
(Public Affairs), dated 13 June 1977,  
Subject: Closed-Circuit Television System  
for Headquarters Building

1. Action Requested: This memorandum requests your approval to establish a closed-circuit television (CCTV) system in the Headquarters Building and a color television recording system in the Headquarters auditorium.

2. Background:

a. Television has proved to be a versatile communications medium, as it provides a more intense impact than either audio or other visual media alone and a more timely means for presentations to large audiences. The proposed CCTV system in the Headquarters Building would have the capability to rebroadcast items of interest, including internal administrative communications to Agency employees. The system would be controlled by the Office of Central Reference, Directorate of Intelligence. Six stations would be linked via this control point: your office and conference room, the office of the Deputy Director of Central Intelligence, the office of the Assistant to the Director (Public Affairs)--all with one monitor each--and the two first floor cafeterias would have two monitors each. Transmissions to the cafeterias would be unclassified; classified information could be transmitted to all other stations.

b. The television recording system in the auditorium is designed to produce high-quality videotape programs which can be reproduced and disseminated in videocassette form to various Agency facilities and overseas stations. The videotape capability has the advantage of flexibility and speed over

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the use of motion picture films, as color film requires several days for commercial processing. The television system includes two color cameras and associated production equipment.

c. Please note that funds in the amount of \$172,039 (cost breakdown attached) to meet these two new requirements have not been programmed in either the 1977 or 1978 budget. The support of the Office of the Comptroller will be required in order to identify the source of funds.

3. Recommendation: It is recommended that you approve the establishment of the described closed-circuit television and color television recording systems.

STATINTL

[Redacted Signature]  
Michael J. Malanick

Attachment

STATINTL

CONCUR:

7-10-77

[Redacted Signature]  
Assistant to the Director  
(Public Affairs)

DATE:

STATINTL

APPROVED:

[Redacted Signature]  
Director of Central Intelligence

DISAPPROVED:

Director of Central Intelligence

DATE:

1 AUG 1977

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COST ESTIMATES

Headquarters Closed-Circuit Television

(Installation by GSA during regular working hours only)

Conduit Installation	\$ 39,500.00
Electrical Wire	\$ 5,500.00
Television Monitors (8 @ \$1,700)	\$ 13,600.00
Equalizer and Amplification Equipment	\$ 5,200.00
	<u>63,800.00</u>
Contingency (15%)	9,570.00
TOTAL	\$ 73,370.00

Auditorium Color Television System

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(Based on proposal of )

Camera System: 2 color cameras, HL-77, pan and tilt head, tripods, dollies, etc.	\$ 56,843.00
Production Equipment: switcher, monitors, sync generator, intercom and console, 2 video recorders, etc.	\$ 22,215.00
Engineering	\$ 1,050.00
Labor	\$ 1,934.00
General and Administrative Expenses	\$ 10,207.00
Profit	\$ <u>6,420.00</u>
TOTAL	\$ 98,669.00
TOTAL BOTH SYSTEMS	\$172,039.00

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ORIGINATOR:

Harry E. Fitzwater  
Director of Training

DATE: 7 JUL 1977

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